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DEPARTMENT OF CULTURE, RECREATION & TOURISM
OFFICE OF MANAGEMENT AND FINANCE

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HUMAN RESOURCES MEMORANDUM NO. 2015-019

TO: Lt. Governor, Deputy Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers, and Directors

FROM: Rikki Nicole David, SPHR, IPMA-CP (RND)
Human Resources Director

SUBJECT: CPTP 2015 Mandatory Continuing Education Training Requirement

DATE: June 30, 2015

As previously announced in HR Memo 2015-007, supervisors in Supervisory Groups 1 and 2 are required to complete an annual continuing education requirement under the new 2015 Mandatory Supervisory Group Training Requirements policy. **Effective July 1, 2015, supervisors who have already completed the 2002, 2008, 2012, or 2015 requirements must complete one training course through the LEO system from the attached list identified by CPTP. This course must be completed by June 30, 2016.**

The continuing education credit can only be obtained beginning July 1, 2015 through June 30, 2016. CPTP will not add continuing education qualifications for learners who completed the course prior to July 1, 2015.

Supervisors: Please make this memo available to affected employees who may not have email access.

If you have any questions regarding the supervisory training requirements, please contact Ms. Jennifer Dyer at (225) 342-0954 or jdyer@crt.la.gov.

RND:jd
Attachment

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